



## ADMINISTRATIVE PLATTING WAIVER SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist may be helpful, it is not designed to be a substitute for the Subdivision Regulation provisions. Applicants are expected to review the details of the code. Copies of the Subdivision Regulations can be purchased in the Planning Department, or accessed online under Title 16, Subdivisions, at <http://municipalcodes.lexisnexis.com/codes/manitou/>.

A pre-application conference for this administrative request is not required, however applicants may choose to schedule an appointment with the Planning Staff to review and become familiar with the following submittal requirements.



- ☐ 1. A completed Administrative Review Application form accompanied by nonrefundable application fee.
- ☐ 2. One copy up to 11"x 17", or five copies over 11"x 17" and up to 24"x 36" of a site plan, drawn to scale, which includes all of the following:
  - ☐ a. The legal description of the property;
  - ☐ b. All existing lot lines and easements;
  - ☐ c. Adjacent right(s)-of-way;
  - ☐ d. Location, dimensions and setbacks of all existing and proposed structures;
  - ☐ e. Owner's name, address, and phone number;
  - ☐ f. The address of the parcel;
  - ☐ g. All areas within the ownership parcel that are 30% slope or greater shall be shaded and designated as "No Build" areas;
  - ☐ h. Tax Schedule Number;
  - ☐ i. Size of Parcel in square feet;
  - ☐ j. Description of proposed improvements;
  - ☐ k. The following statement to be signed by the Planning Director or designee (*this statement can be supplied upon request in electronic form by the Planning Department*):

Under the provisions of Chapter 16.12 of the Subdivision Ordinance of the City of Manitou Springs, as amended, the ownership configuration detailed on this site plan is eligible for the issuance of a Building Permit to unplatted land. Compliance with all other applicable requirements of the City of Manitou Springs and the Regional Building Department is required. Approval of this request pertains only to the application submitted and does not release the applicant from complying with other requirements.

\_\_\_\_\_  
City of Manitou Springs

\_\_\_\_\_  
Date



- I. The following statement, which shall be signed by the Property owner(s) (*this statement can be supplied upon request in electronic form by the Planning Department*):

The signature below certifies that the information provided on this site plan is in all respects true and accurate to the best of my knowledge and belief. I agree that if this request is approved, it is issued on the representations made in this submittal, and any approval or subsequently issued Building Permit(s) or other type of permit(s) may be revoked without notice on any breach of representations or conditions of approval.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date